

Title: Associate Director of Production
Reports to: Director of Production
Status: Full-time (40 hours/week), Non-exempt
Value to the team: You are passionate about seeing lives changed through the skilled use of production technology. As an integral member of our team, you help lead production of Sundays, events, and live broadcasts.

Responsibilities

➤ Production Leadership

GENERAL (CENTRAL)

- Collaborate with the Production Director and team to:
 - Champion an effective, high quality technical experience for Sundays and related events.
 - Oversee production spaces and equipment, including maintenance and troubleshooting.
 - Connect with site tech staff; provide support, resources, and best practices as needed.
- As directed by the Production Director, lead or support special projects, installations, upgrades, etc.
- Maintain connections and networks with others in the industry. Stay apprised of best practices, resources, and trends.

VOLUNTEER DEVELOPMENT (CENTRAL)

- Recruit, train, and empower volunteers and leaders.
- Develop systems and processes to ensure a positive volunteer experience.
- Organize training events to invest in volunteers and foster their skills.
- Oversee team building and appreciation. Maintain personal connections with volunteers.

EVENT OVERSIGHT (CENTRAL)

- Manage the technical support of all events outside of the Sunday experience, whether managing yourself and/or scheduling staff or volunteers.
- Ensure ministries are supported and trained for the technical needs of their events and programming.

SUNDAY PRODUCTION OVERSIGHT (SITE: [BRADER WAY](#))

- Oversee volunteer schedule so that technical positions for Sundays and Wednesday rehearsals are filled and operated with excellence.
- Serve in an onsite presence on Sundays.
 - Work with site pastor, Worship Arts, and Production Teams to execute in-person service programming details at Brader Way.
 - Operate audio, visuals, lighting, or camera equipment *only when* volunteers are unavailable.
- Capacity-allowing, engage as part of the Brader Way Team, supporting the site in fulfilling its mission.

➤ Teamwork

- Serve as an active member of the Tech Production staff team.
- As requested, participate in the Sunday creative process.
- Keep a multicultural lens throughout role responsibilities.
- Other duties as assigned.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Minimum 2-years' experience in large church technical production or related experience

Vision for production in a church setting

Demonstrated success in recruiting, coaching, and developing leaders and teams

Consistent and reliable in project management, follow-through, and meeting deadlines

Values multicultural ministry, and leads through a multicultural lens

Exhibits a calm demeanor in uncertainty; able to find solutions to problems that arise

Advanced skills in one or more of these production disciplines: Live Audio, Lighting, Live Video, Stage Design

Strong audio mixing skills and musical ear, with experience and success in a live production setting

Experience in technical items such as large format digital audio mixers (Allen & Heath, Yamaha, etc.), theatrical lighting systems, video, projection systems, production software (ProPresenter, Planning Center Online), non-linear editing software (Adobe Premiere Pro, Adobe Audition), DSLR and ENG-style cameras, multi-cam production systems and switchers (Ross, Panasonic).

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just doing the job but thriving in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit blackhawk.church/jobs.